

VANCOUVER SHORT FILM FESTIVAL

2017 SPONSORSHIP COORDINATOR INTERNSHIP

About Us

The Vancouver Short Film Festival put on its first successful festival in 2009 at the VIFC Vancity Theatre and since the organization's inception in 2005, has shown over 200 short films. The 7th Vancouver Short Film Festival will be held in January 2017 and we are looking for committed volunteer staff members to add to our stellar team. We are dedicated to working hard to showcase the best shorts in BC, we love watching movies, and most importantly, we like to have fun.

Sponsorship Coordinator – Media and Community Partners

Duration: September 2016 – February 2017

The Sponsorship Coordinator is responsible for brainstorming, contacting and liaising with corporations and film organizations for all festival sponsorship, including cash sponsorship, awards sponsorship, donations of services, and community partnerships.

Time commitment is expected to be 3 hours/week, and increase in the final months leading up to the festival. **Some daytime availability (9am-5pm) is required for this position; please do not apply if you do not have some schedule flexibility.**

Responsibilities:

- Liaising with the Festival Director for guidance, and attending staff meetings as required.
- Soliciting previous and potential sponsors for cash, awards, or donated services
- Reaching out to other film organizations to become community partners of the festival.
- Suggesting and implementing any changes to the Media Sponsorship or Community Partners packages.
- Responding to all incoming emails within 48 hours.
- Managing sponsor presence on-site at the festival, in marketing materials, and on the VSFF website.
- Sending out thank-you letters or packages to sponsors after the festival.
- Submitting a post-festival report on sponsorship results to the Festival Director.

Qualifications

You:

- Are passionate about film, and attend movies or arts events on a regular basis.
- Are familiar with other local film festivals and film organizations in Vancouver or BC.
- Are familiar with local newspapers, magazines, blogs, and TV networks who share a similar audience with filmmakers and Vancouver Short Film Festival attendees.
- Are extremely organized, have great verbal and written communication skills, have a keen eye for detail, and write with persuasion.
- Are able to find information easily on the Internet.
- Are a fast learner and can work alone or with a team.
- Are comfortable and enjoy networking through email and when necessary, on the phone and in person.

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- Have worked in a similar customer service or fundraising capacity.
- Are graduating or have recently graduated with a Marketing, PR, Film, Business, or equivalent degree.
- Are looking for some great work experience to add to your resume, and new contacts in the film and business industries.
- Have basic knowledge of our past sponsors.
- Have access to the Internet, phone, and Microsoft Word and Excel.

Benefits

In exchange for your work, you will receive:

- A pass to the Vancouver Short Film Festival. You are expected to attend.
- A reference letter from the Festival or Sponsorship Director, if requested.
- Recognition in the official VSFF programme and website.

To apply:

- Send a copy of your resume to info@vsff.com

Only qualified applicants will be contacted for an interview.
For more information on the VSFF, please visit www.vsff.com.